

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 7230.6B

WESTERN-PACIFIC REGION

11/1/84

SUBJ: TEMPORARY TOWER SERVICE/PORTABLE TOWER OPERATION

1. PURPOSE. This order establishes requirements for handling requests for Temporary Tower Service, including Reimbursable Agreements, procedures, and responsibilities.
2. DISTRIBUTION. This order is distributed to the branch level and above in the Air Traffic, Logistics, Flight Standards, and Airway Facilities Divisions, with limited distribution to all field offices and facilities.
3. CANCELLATION. Order WE 7320.6A, Temporary Tower Services, dated 5/24/82, is cancelled.
4. BACKGROUND. Suitcase tower assemblies are available for use within the region as short duration control towers when requested by other government agencies, aviation organizations, or other political subdivisions to fulfill emergency/safety requirements.
5. PROCEDURES.
 - a. Air Traffic facilities receiving requests for temporary control tower service shall forward them to the Operations Branch, AWP-540, for approval/disapproval. Requests must be forwarded to AWP-540 60 days or more prior to the date of the activity. This will insure sufficient time to arrange for equipment, controllers, frequencies, and issuance of NOTAMs. Requests should include:
 - (1) Description of activity.
 - (2) Estimated hours air traffic services are required.
 - (3) Ability to provide
 - (a) location for the temporary tower
 - (b) electric power
 - (c) parking
 - (d) restroom facilities
 - b. The Operations Branch, AWP-540, shall:

Distribution: A-X(AT/LG/FS/AF)-3; AFOF-O(LTD)

Initiated By: AWP-540/460

(1) Determine whether to provide a requested service based on the following considerations:

(a) Safety (Coordinate with Flight Standards District Office (FSDO) having jurisdiction).

(b) Estimated traffic activity (normally 550 operations per 24 hour day).

(c) Type of activity.

(d) Mix of traffic.

(e) Location of activity.

(f) Other.

(2) Contact the custodial AWP-460 for portable tower availability. Provide AWP-460 the dates and location the tower is needed at least 15 working days before the date of use.

(3) Determine if a waiver of reimbursement is applicable. If a waiver is not applicable, charges will be made in accordance with Order 2500.35C, Reimbursable Agreement Covering Service and Material Provided by FAA, and shall be coordinated with Materiel Management Branch, AWP-52. Reimbursable agreements will cover all services, transportation of equipment and personnel.

NOTE: Reimbursement will be required except for rare instances where service is of short duration and provided to assist in a disaster.

(4) Select temporary tower manager and provide the manager with information concerning procedures, staffing, overtime, travel, etc. A copy of this letter will be sent to the appropriate Airway Facilities Sector Field Office (AFSFO) and Flight Standards Office for support.

(5) Request frequency authorization from Telecommunications Staff, AWP-406 and notify the sponsor of the frequencies, the temporary tower manager's name, telephone number, and any other pertinent information.

c. The designated temporary tower manager shall:

(1) Visit the tower site in advance of the activity and assist the sponsor in formulating NOTAMs, etc. NOTAMs shall include hours the tower shall be in operation, frequencies, patterns, and portions of the airport not visible from the temporary tower.

(2) Determine if the portable tower will be adequate. If it will not be adequate, Order 6030.18B, Mobile Air Traffic Control, Navigational Aid, Communication and Power System provides information on obtaining the mobile tower.

(3) Insure all employees assigned to control traffic receive a thorough briefing on the entire operation, including emergency procedures, frequencies, airport layout, and any other pertinent information. When these briefings are completed, an appropriate entry shall be made on the 7230.4, and both the tower manager and employee shall initial the entry. This information shall be entered in each employee's Training Record (3120-1). Also a Temporary Airman Certificate shall be issued in accordance with Order 7220.1A, Certification and Rating Procedures, Chapter 5.

(4) Provide AWP-540 with a written summary of the operation, traffic activity, and any recommendation for future activities.

(5) Advise each sponsor of air shows, fly-ins, etc. that temporary equipment and personnel are subject to immediate recall should agency requirements dictate.

d. The Telecommunications Staff, AWP-406, shall:

- (1) Coordinate frequency assignment.
- (2) Provide frequency authorizations.

e. The custodial AFS shall:

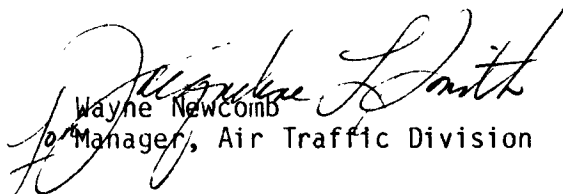
- (1) Assign a tower custodian.
- (2) Determine the availability of the tower on request.
- (3) Ship the portable tower to nearest AFS or field office to the AT facility requesting it.
- (4) Provide return shipping instructions with the portable tower.
- (5) Maintain the portable tower in serviceable condition.
- (6) Provide the Electronic Engineering Section, AWP-463, with the location and status of the tower.
- (7) Provide the name title and phone number of the tower custodian.
- (8) Perform operational checks when the tower is returned to them.
- (9) Prepare equipment logs for the tower and maintenance.

f. The AFS receiving the portable tower shall:

- (1) Receive and inventory the tower.
- (2) Coordinate with the AT manager the installation of the tower.
- (3) Test operation of the tower equipment.
- (4) Disassembly and inventory the tower after use.
- (5) Report all broken and missing items to the custodial AFS.
- (6) Ship the portable tower back to the custodial AFS.

g. The Maintenance Operations Branch, AWP-460, shall:

- (1) Assign the custodial AFSs.
- (2) Provide AWP-540, with the locations, custodians, and phone numbers for the towers.
- (3) Coordinate tower utilizations with AWP-540.
- (4) Align tower to each location as directed by AWP-540.
- (5) Coordinate AFS support for tower installation, removal, and return to the custodial AFS.


Wayne Newcomb
Manager, Air Traffic Division


for Alex Hammond
Manager, Airway Facilities Division